

Romulus Public Library Board

Meeting Minutes

February 20, 2024

1. Call to Order: President Jennifer Johnson called the meeting to order at 5:00 p.m.

Present: Kathy Abdo, Jennifer Johnson, Candace Lewkowicz. Director Patty Braden. **Absent:** Debra Hoffman (listened in via zoom), Jim Napiorkowski **Guest:** Mildred Alexander

2. Approval of the Agenda. Motion by Abdo, second by Lewkowicz to approve the agenda as presented. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

3. Public Comment: Rules of Public Comment read. None requested.

4. Approval of the Minutes: Motion by Johnson, second by Abdo, to approve the minutes from the January 16, 2024 meeting. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

5. Communications: None

6. President's Report: None

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 1/31/24 was presented. Revenues are at 109% and expenditures are only at 35.16% due to Capital Outlay expenses have not been spent yet.

b. Warrant: The warrant was presented. **Motion by Lewkowicz, second by Abdo** to approve the warrant in the amount of \$20,162.78 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. She also reported that 2 part time employees have been hired. One part time Library Assistant 1 and one Library Page. She also reported that all 74 Strategic Plan Goals have been achieved.

9. Friends of the Library Report: Mildred Alexander reported that the Friends will hold a Silent Auction on Saturday March 9th from 5-7 p.m. all are invited to attend. 5th Monday Game Night will be held on April 29th. \$400.00 was donated to fund a Vegan Program and a Black History Program. The group will be sponsoring a Bowling Event with the Chamber of Commerce and may have a Book Sale at the end of April or in May.

10. Unfinished Business:

a. Update on Adult Area Renovation: Director Braden provided a written report. Work is scheduled to begin in February 2024 with completion in April 2024. Crews will work 6 am -2 pm and use east entrance to minimize noise and disruption to patrons and staff.

11. New Business:

a. Request to open at 1 p.m. on Friday, April 3, 2024 for In-Service Training and All-Staff Meeting: Motion by Johnson, second by Abdo to approve late opening at 1 p.m. for In-Service and All-Staff Meeting. **Yes-**Abdo, Johnson, Lewkowicz. Motion carried.

b. Review/approve 2022/23 State of the Library presentation: Motion by Abdo, second by Lewkowicz to approve the 2022/23 State of the Library presentation. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

c. Review/approve Final 2024/25 Budget: Discussion held regarding need for Staff Liaison person position to continue and if contingency fee for that person should continue. **Motion by Abdo, second by Lewkowicz** to keep the contingency fee and position in place and reevaluate if needed in one year. **Yes-** Abdo, Lewkowicz. **No-**Johnson. Motion carried. **Motion by Johnson, second by Abdo** to approve the Final 2024/25 Budget as presented. **Yes-**Abdo, Johnson, Lewkowicz. Motion carried.

12. Public Comment: None

13. Adjournment: Motion by Johnson, supported by Abdo to adjourn the meeting at 6:32 p.m. **Yes-** Abdo, Johnson, Lewkowicz. Motion Carried.

Next Meeting: Monday, March 18, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary